



minutes

Te Komiti Whakamana Hōtaka Hou | Academic Approvals Committee

Type: Regular Hui
 Date: Tuesday, 2021-07-06
 Scheduled Time: 0830h – 1030h
 Location: 180-2045
 Chair: Steve Marshall, on behalf of Simon Tries (apologies)

Meeting opened: 0833h

1. Whakatuwheratanga | Opening

1.1. Karakia Timatanga | Opening Prayer

Manawa mai te mauri nuku
 Manawa mai te mauri rangi
 Ko te mauri kai au
 he mauri tipua
 Ka pakaru mai te pō
 Tau mai te mauri
 Haumi e, hui e, taiki e!

*Embrace the power of the earth
 Embrace the power of the sky
 The power I have
 Is mystical
 And shatters all darkness
 Cometh the light
 Join it, gather it, it is done!*

Everybody who was present stood and joined together in the karakia timatanga. The Chair opened the meeting without quorum and gave a verbal update regarding NZQA processing and feedback.

1.2. Tae Ā-Tinana | Attendance

1.2.1. Mema | Members

- | | | |
|---------------------------|-----------------------|--------------------------|
| 1. (Chair) Steve Marshall | 6. Maureen Perkins | 11. Steve Varley |
| 2. Dila Beisembayeva | (Arr. 0837h) | 12. Tahreem Zia |
| 3. Ioane Aleke Faavae | 7. Michael Miller | (Arr. 0901h; Dep. 1030h) |
| (Arr. 0839h) | 8. Rakesh Patel | 13. Te Hau Hona |
| 4. Jackie Tims | 9. Rosemary Dewerse | (Arr. 0858h) |
| 5. Judy Nicholson | 10. Sarah Sommerville | |

1.2.2. Kōrama | Quorum

The Chair noted the presence of at least 11 members and declared the meeting quorate at 0839h.

1.2.3. Ngā whakapāha | Apologies

- | | | |
|------------------|--------------------|----------------|
| 1. Duaa Alshadli | 3. Malama Saifoloi | 5. Simon Tries |
| 2. Kate Barry | 4. Prabhat Chand | |

Resolved:

That Te Komiti Whakamana Hōtaka Hou receive the Apologies for the meeting.

Moved: D Beisembayeva → Seconded: S Sommerville → **Motion: CARRIED**

1.2.4. Absences

1. Chris Murphy
2. Niranjan Singh

1.2.5. Hunga mahi | Staff in Attendance

1. (Secretary) Daniel Weinholz
2. Samuel Holloway

1.3. Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meeting/s

Steve Marshall and Bryan Davis met after the last hui and agreed on a work pathway for NZCAE to submit a new application to the next hui.

Steve Marshall and Simon Tries are working on a strategy to engage with Portfolio Leadership Group and addressing the gap of who oversees and tracks the programme development process.

Resolved:

That Te Komiti Whakamana Hōtaka Hou approve the Minutes of the following meetings:

1. Regular: 2021-06-22
2. Standing: (None)

Moved: M Perkins → Seconded: S Varley → **Motion: CARRIED**

1.4. Mahia Atu | Matters Arising

1.4.1. Committee Rating of Quality of Application for NZCAE Type-2 Change

Related: Minutes 2021-06-22, Item 2.2.1. > Motion
 Presenter/s: Steve Marshall

Resolved:

That Te Komiti Whakamana Hōtaka Hou apply a rating of Marginal to the following application:

- AAC Agenda Item 2.2.1.
 Type-2 Change Request
 New Zealand Certificate in Automotive Engineering
 (Level 3, 120 Credits)

Moved: S Marshall → Seconded: J Tims → **Motion: CARRIED**

1.4.2. Feedback from Members regarding AAC 2021-06-22, Item 1.4.2.

Presenter/s: Steve Marshall (Chair)

The length of time for processing taken by NZQA this year is causing operational and course setup issues. Simon Tries and Nick Sheppard would do well to discuss how Unitec could best respond to this matter.

1.5. Rārangi Wā | Key Dates

Next due date: Thursday, 2021-07-22
 Next hui date: Tuesday, 2021-08-10

1. **Complete Applications due to AAC Account**
 COB Friday, 2021-07-22
 >> *Programme Teams*
2. **Application Prechecks & Reading Allocations**
 COB Wednesday, 2021-07-28
 >> *Secretariat & Chair*
3. **Distribution of Agenda**
 COB Thursday, 2021-07-29
 >> *Secretary*
4. **Feedback Evaluation Form Completion**
 COB Thursday, 2021-08-05
 >> *AAC Members*
5. **Feedback sent to Programme Team/s**
 COB Friday, 2021-08-06
 >> *Secretariat*
6. **Hui o Te Komiti Whakamana Hōtaka Hou**
 0830h – 1030h, Tuesday, 2021-08-10
 >> *AAC Members (notified by Secretary)*
 >> *Programme Team Representatives (notified by Secretariat)*

7. Distribution of Draft Minutes

Before COB Tuesday, 2021-07-13

>> Secretary

1.6. Chair Reporting

1.6.1. Te Komiti Whakamana Hōtaka Hou

- (No new reports)

1.6.2. Te Komiti Mātauranga

- Chair Report to MIT-Unitec Board, Te Komiti Mātauranga (2021-05-24)

1.7. Committee Management

1.7.1. Tracker: Attendance

1.7.2. Tracker: Work Plan

1.7.3. Tracker: Actions

- (None)

2. Mea Hei Whakaae | Items to Approve

2.1. Application/s for New Programme Approval

2.1.1. Bachelor of Design and Contemporary Art

Programme Code: BDCA

Level: 7

Credits: 360

Programme Name: Bachelor of Design and Contemporary Art

Programme Number: *(Pending NZQA approval)*

Qualification Name: Bachelor of Design and Contemporary Art (Level 7)

Qualification Number: *(Pending NZQA approval)*

Prospectus Number: *(Pending NZQA approval)*

PAQC Endorsement Date: 2021-06-17

Recommended Effective Date: Semester 1, 2022

Submitted to AAC account: 2021-06-18 On time

Due date for complete applications: 2021-06-18

Presenter/s: Samuel Holloway

Presentation included the history of the programme and rationale behind changes, including its origin in the Bachelor of Design and Visual Art to the Bachelor of Creative Enterprise and the now-proposed Bachelor of Design and Contemporary Art.

Te Komiti and the Presenter engaged in kōrero over the evaluative feedback comments and responses. The Presenter departed and Te Komiti deliberated for the Motion.

Resolved:

That Te Komiti Whakamana Hōtaka Hou endorse the Application for New Programme Approval for:

- Bachelor of Design and Contemporary Art
(Level 7, 360 Credits)

Subject to the following condition/s:

1. Evidence of consultation with kaihautu
2. Clarify the difference between “noho” and “wānanga”, and then update the Course Descriptors
3. Describe what a portfolio is and might be
4. Level 3 entry needs to move out of General and into Discretionary admission

And apply the following rating to the quality of the application:

- Excellent

Moved: D Beisembayeva → Seconded: I A Faavae → **Motion: CARRIED**

2.2. Application/s for New Programme Accreditation and Offshore Online Delivery

2.2.1. School of Bridgepoint > PAQC Language Studies > Multiple programmes

- Accreditation to deliver the NMIT programme
- Application for Offshore Online Delivery mode

Programme Owner: Nelson Marlborough Institute of Technology

Presenter/s: Steve Varley

Presentation included the rationale for seeking accreditation rather than new programme approval, and how the directives of Te Pūkenga have influenced the decision. If all goes to plan, then NMIT, Unitec and Wintec will soon all be delivering the same approved NMIT programme. Until accreditation is received, NMIT is unable / unwilling to allow Unitec access to view the course content.

Te Komiti and the Presenter engaged in kōrero over the evaluative feedback comments and responses.

The Presenter departed and Te Komiti deliberated for the Motions for the three programmes.

2.2.1.1. New Zealand Certificate in English Language (Applied) (Level 3)

Programme Code: NMIT 124140-1 (As per Request Form)

Level: 3

Credits: 60

Programme Name: NZC English Language (Applied) (Level 3)

Programme Number: NMIT 124140-1 (As per Programme Accreditation Document)

Qualification Name: NZC English Language (Applied) (Level 3)
 Qualification Number: NZ3667-1
 Prospectus Number: NZ3667

PAQC Endorsement Date:	2021-06-16
Recommended Effective Date:	September 2021
Submitted to AAC account:	2021-06-18 On time
Due date for complete applications:	2021-06-18

Resolved:

That Te Komiti Whakamana Hōtaka Hou endorse Accreditation and Offshore Online Delivery for:

- New Zealand Certificate in English Language (Applied) (Level 3) (Level 3, 60 Credits)

Subject to the following condition/s:

1. Preamble to include more detail on the following areas.
 - Internal stakeholder consultation and student support
 - Conversation with S Marshall and J Tims regarding why and how this Application will benefit Auckland / what is the strategy.
 - Mention of student overflow as a justification for the Application.

And apply the following rating to the quality of the application:

- Excellent

Moved: M Perkins → Seconded: I A Faavae → **Motion: CARRIED**

ACTION → Rakesh Patel to confirm completion of review of the PIDS for NZCEL Application.

2.2.1.2. New Zealand Certificate in English Language (Academic) (Level 4)

Programme Code: NMIT 124142-4 (As per Request Form)
 Level: 4
 Credits: 60

Programme Name: NZC English Language (Academic) (Level 4)
 Programme Number: NMIT 124142-4 (As per Programme Accreditation Document)

Qualification Name: NZC English Language (Academic) (Level 4)
 Qualification Number: NZ1883-2
 Prospectus Number: NZ1883

PAQC Endorsement Date:	2021-06-16
Recommended Effective Date:	September 2021
Submitted to AAC account:	2021-06-18 On time
Due date for complete applications:	2021-06-18

Resolved:

That Te Komiti Whakamana Hōtaka Hou endorse Accreditation and Offshore Online Delivery for:

- New Zealand Certificate in English Language (Academic) (Level 4)
(Level 4, 60 Credits)

Subject to the following condition/s:

2. Preamble to include more detail on the following areas.

- Internal stakeholder consultation and student support
- Conversation with S Marshall and J Tims regarding why and how this Application will benefit Auckland / what is the strategy.
- Mention of student overflow as a justification for the Application.

And apply the following rating to the quality of the application:

- Excellent

Moved: M Miller → Seconded: T Zia → **Motion: CARRIED**

2.2.1.3. New Zealand Certificate in English Language (Academic) (Level 5)

Programme Code: NMIT 124143-1 (As per Request Form)

Level: 5

Credits: 60

Programme Name: NZC English Language (Academic) (Level 5)

Programme Number: NMIT 124143-1 (As per Programme Accreditation Document)

Qualification Name: NZC English Language (Academic) (Level 5)

Qualification Number: NZ1884-2

Prospectus Number: NZ1884

PAQC Endorsement Date: 2021-06-16

Recommended Effective Date: September 2021

Submitted to AAC account: 2021-06-18 On time

Due date for complete applications: 2021-06-18

Resolved:

That Te Komiti Whakamana Hōtaka Hou endorse Accreditation and Offshore Online Delivery for:

- New Zealand Certificate in English Language (Academic) (Level 5)
(Level 5, 60 Credits)

Subject to the following condition/s:

3. Preamble to include more detail on the following areas.

- Internal stakeholder consultation and student support
- Conversation with S Marshall and J Tims regarding why and how this Application will benefit Auckland / what is the strategy.
- Mention of student overflow as a justification for the Application.

And apply the following rating to the quality of the application:

- Excellent

Moved: D Beisembayeva → Seconded: J Nicholson → **Motion: CARRIED**

2.3. Application/s for Type 2 Change Requests

2.3.1. School of Building Construction > PAQC Building Construction > Multiple programmes

- Combined Type 2 Request Form

Te Komiti noted that no representative was available from the Programme Team to present the Application. The Chair presented the background to the application which has been issues spanning several years regarding course requirements. Te Komiti also noted the following:

- Lack of engagement with their Te Puna Ako liaison
- Need for clarity of communication to Programme Teams that although a Programme Team may be of the view that the change only relates to a course, but AAC and NZQA will view it within the scope of the entire programme
- Lack of stakeholder consultation

2.3.1.1. Bachelor of Construction

Programme Code:	BCONS
Level:	7
Credits:	360
Programme Name:	Bachelor of Construction
Programme Number:	103431-3
Qualification Name:	Bachelor of Construction (Level 7)
Qualification Number:	CA2253-4
Prospectus Number:	CA2253

PAQC Endorsement Date:	2021-06-14
Recommended Effective Date:	Semester 1, 2022
Submitted to AAC account:	2021-06-18 On time
Due date for complete applications:	2021-06-18

2.3.1.2. Graduate Diploma in Construction Project Management

Programme Code:	GDCPM
Level:	7
Credits:	120
Programme Name:	Graduate Diploma in Construction Project Management
Programme Number:	CA2380-2

Qualification Name: Graduate Diploma in Construction Project Management
 Qualification Number: CA2380
 Prospectus Number: CA2380

PAQC Endorsement Date:	2021-06-14
Recommended Effective Date:	Semester 1, 2022
Submitted to AAC account:	2021-06-18 On time
Due date for complete applications:	2021-06-18

Resolved:

That Te Komiti Whakamana Hōtaka Hou **decline** the *Type 2 Development and Improvement Consolidated Change Request* for:

- Bachelor of Construction
(Level 7, 360 Credits)
- Graduate Diploma in Construction Project Management
(Level 7, 120 Credits)

With opportunity to submit a new Application by 2021-07-22 with a caveat that NZQA cannot guarantee processing completion in time for the desired effective date, and improvements focused on:

1. Stronger rationale for the changes
2. Evidence of engagement with Te Puna Ako and Te Korowai Kahurangi, especially to confirm that all the relevant courses have been reviewed.
3. Evidence of engagement with the Kaihautu and Navigator

And apply the following rating to the quality of the application:

- Marginal

Moved: M Perkins → Seconded: T H Hona → **Motion: CARRIED**

2.3.2. Bachelor of Performing and Screen Arts

Programme Code: BPSA
 Level: 7
 Credits: 360

Programme Name: Bachelor of Performing and Screen Arts
 Programme Number: 102516-2

Qualification Name: Bachelor of Performing and Screen Arts (Level 7)
 Qualification Number: CA2222-1
 Prospectus Number: CA2222

PAQC Endorsement Date:	2021-06-18
Recommended Effective Date:	Semester 1, 2022
Submitted to AAC account:	2021-06-21 Late
Due date for complete applications:	2021-06-18

Presenter/s: Michael Miller

Presentation included the background events and history to the Application.

Te Komiti and the Presenter engaged in kōrero over the evaluative feedback comments and responses.

The Presenter departed and Te Komiti deliberated on the Application.

Resolved:

That Te Komiti Whakamana Hōtaka Hou endorse the *Development and Improvement Request* for:

- Bachelor of Performing and Screen Arts
(Level 7, 360 Credits)

Subject to the following condition/s:

- Consultation log to be updated to include Pacific and Māori
- Programme Document to be updated in collaboration with Steve Marshall
- An overview of the longer-term narrative regarding the change of location within Unitec and how this affects the delivery of the courses
- Correction of the Application form course numbers

And apply the following rating to the quality of the application:

- Good

Moved: S Sommerville → Seconded: I A Faave → **Motion: CARRIED**

3. Mea Hei Kōrero | Items to Discuss

3.1. Te Pūkenga Updates

Presenter/s: Steve Marshall

4. Ngā Tukunga | Items to Receive

4.1. Programme Developments & NZQA Application Outcomes

Presenter/s: Jackie Tims

4.2. Membership – Resignation of Chris Murphy

Presenter/s: Steve Marshall (Chair)

Te Komiti expects that the School of Architecture to nominate a replacement representative.

Resolved:

That Te Komiti Whakamana Hōtaka Hou receive the resignation of Chris Murphy from the committee effective from 2021-07-31.

Moved: S Marshall → Seconded: J Tims → **Motion: CARRIED**

5. Whakamutunga | Closing

5.1. Ētahi Kaupapa Anō | Any Other Business (AOB)

- (None)

5.2. Karakia Whakamutunga | Closing Prayer

Everybody who was present stood and joined together in the karakia whakamutunga.

Ka wehe atu tātou
I raro i te rangimārie
Te harikoa
Me te manawanui
Haumi ē! Hui ē! Taiki ē!

*We are departing
Peacefully
Joyfully
And resolute
We are united, progressing forward!*

Meeting closed: 1034h
